



# FEDERAL PREPAREDNESS GUIDE

Federal Emergency Management Agency  
Washington, D.C. 20472

FPG 6.104-85

March 13, 1985

TO: HEADS OF FEDERAL DEPARTMENTS AND AGENCIES

SUBJECT: Civil Situation Reporting During Emergencies

1. Purpose. This Federal Preparedness Guide (FPG) provides guidance to Federal departments and agencies on procedures for the preparation and use of a Civil Situation Report (CIVSITREP) during major emergencies.

2. Summary. During major emergency situations requiring action by Federal departments and agencies, a daily CIVSITREP will be prepared and distributed to the senior coordinating groups (i.e., National Security Council) and the departments and agencies concerned. The CIVSITREP will be used as a base of information against which major policy decisions will be evaluated.

3. Applicability and Scope. The provisions of this FPG apply to all Federal departments and agencies assigned emergency mobilization preparedness responsibilities. The provisions also apply to the major emergency situations and to the mobilization categories and time phases as described in FPC 2, The Conceptual Framework for Emergency Mobilization Preparedness.

## 4. Authorities.

a. Executive Order 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies, October 28, 1969, as amended.

b. Executive Order 12148, Federal Emergency Management, July 20, 1979.

c. The National Security Act of 1947, as amended, Section 103 A § (3).

## 5. Background.

a. The National Security Decision Directive 47 (NSDD 47), July 22, 1982, sets forth principles and policies for emergency mobilization preparedness. It states that it is the policy of the United States to have an emergency mobilization capability that will ensure that Government, at all levels, in partnership with the private sector and the American people, can respond decisively and effectively to any major national emergency, with defense of the United States as first priority.

b. As emergencies unfold, there is a requirement for a flow of current, comprehensive information to all responsible officials. A CIVSITREP has been used in mobilization exercises, but there has been no provision for its preparation and distribution during actual emergencies.

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c. During previous national security exercises involving the North Atlantic Treaty Organization (NATO), a classified NATO-required format was used. These exercises revealed that the NATO-required format was not adequate for U.S. civil agency use due to its level of classification and because it is not consistent with integrated emergency management and the mobilization categories described in FPC 2. The format described herein corrects these deficiencies, and can be easily converted by the Federal Emergency Management Agency (FEMA) staff for transmission to NATO when required during national security emergencies.

## 6. Policies and Procedures.

a. During major emergencies, FEMA will prepare a daily CIVSITREP for all Federal departments and agencies engaged in maintaining or managing the Federal response. FEMA headquarters staff will compile the CIVSITREP and summarize the contents based upon submissions by all participating agencies, including FEMA. When the emergency has national security implications, a military situation summary will be included for civil agency information.

b. Inputs will be provided by all participants having significant action to report concerning the previous 24-hour period and will be consolidated by FEMA headquarters staff. FEMA will provide instructions regarding the initial requirement for reporting, the transmission system to be used, security classification, and the timing of reports. Negative reports are required.

c. Inputs will be submitted under the appropriate category as described in subparagraph 6e. Each item submitted should clearly designate the category which best characterizes the situation being reported. Each description should start with the nature and magnitude of the problem, indicating its most immediate and severe impact upon the public, priority within the agency, likelihood of solution, and current status. Actions taken independently by the submitting agency or jointly with other Federal, regional, State, or local organizations should be described. Department and agency headquarters will consolidate their regional office's reports for transmission to FEMA.

d. All items should be summarized in no more than 100 words. Longer submissions will be subject to editing. Inputs should contain only significant information and status changes not contained in previous CIVSITREP's, and routine information on action items should not be included. Appendix A provides a sample CIVSITREP format to assist Federal departments and agencies in submitting their input.

### e. CIVSITREP Format:

(1) Section I is a summary of the situation and will contain a summary of major declarations and mobilization actions and will be prepared by FEMA.

(2) Section II is a one- or two-page summary of the military situation, if applicable. It will be provided by the Department of Defense and included in the CIVSITREP by FEMA during national security emergencies.

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(3) Section III is a brief summary of key events during the reporting period and will be extracted from Section IV. It should not exceed one page.

(4) Section IV is a listing of the key events organized by the mobilization categories specified in FPG 2.

7. Responsibilities.

a. Federal Emergency Management Agency (FEMA). The Director, FEMA, is responsible for:

(1) Notifying the appropriate Federal departments and agencies of the requirement to start submitting information for the CIVSITREP and the termination of the reporting requirement;

(2) Receiving Agency inputs and preparing and distributing the CIVSITREP to all agencies concerned; and

(3) Establishing procedures for the collection and compilation of State and local civil defense information appropriate for inclusion in the CIVSITREP.

b. Department of Defense (DOD). The Secretary of Defense is responsible for submitting a military situation report, if applicable, to FEMA during emergencies.

c. Other Departments and Agencies. When notified by FEMA, the heads of Federal departments and agencies will submit daily inputs for the CIVSITREP to FEMA in accordance with the prescribed time schedule and reporting categories described in Appendix B.

8. Reporting Requirements. The reporting requirements discussed in this FPG are exempt from control in accordance with the provisions of Federal Property Management Regulation 101-11.

9. Distribution. This FPG is distributed to the heads of Federal departments and agencies, Emergency Coordinators, FEMA personnel in headquarters and regions, and other interested parties.

  
Louis O. Giuffrida  
Director

Appendixes

Appendix A - Sample CIVSITREP Format

Appendix B - Civil Situation Reporting Categories

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## APPENDIX A

SAMPLE CIVIL SITUATION REPORT FORMAT

CIVIL SITUATION REPORT: 0001-2400 ZULU, 20 December 1984

I. (C) SUMMARY OF CONTINUING SITUATION:

EMERGENCY STATUS: PRESIDENT DECLARED NATIONAL EMERGENCY,  
12 DECEMBER

MILITARY MOBILIZATION: 100,000 CALLUP AUTHORIZED AND INDUCTIONS  
BY SSS ORDERED, 8 DECEMBER

CIVIL MOBILIZATION: INITIAL ALERT, 10 DECEMBER; NDER MOBILIZED

NATO STATUS: REINFORCED ALERT, 11 DECEMBER; U.S.  
REINFORCEMENT DEPLOYMENTS COMMENCED

II. (S) MILITARY SITUATION SUMMARY:

ORANGE INVASION FORCES CONTINUE ADVANCING

MIDEAST CEASE-FIRE HOLDING

ORANGE SUBMARINE ACTIVITY INCREASING

III. (U) DAILY KEY EVENTS SUMMARY:

POSSIBLE ENERGY SHORTAGES FORECAST. SEE INFRASTRUCTURE 7

OPM HAS ACTIVATED EMERGENCY INDEFINITE APPOINTMENT AUTHORITY FOR  
ALL FEDERAL CIVILIAN AGENCIES. SEE HUMAN RESOURCES.

A SERIOUS EARTHQUAKE WAS REPORTED IN OREGON. SEE CIVIL  
PREPAREDNESS 6.

CIVIL DISTURBANCES ARE INCREASING. SEE CIVIL PREPAREDNESS 2.

NONCOMBATANT EVACUEES ARE ARRIVING IN LARGER NUMBERS THAN  
ANTICIPATED, CAUSING HOUSING AND MEDICAL CARE PROBLEMS. SEE  
CIVIL PREPAREDNESS 5.

IV. ( ) KEY EVENTS:

SEE APPENDIX B FOR DESCRIPTION AND REPORTING CATEGORIES.

NOTE: Security classification is to be determined for each paragraph by  
submitting agency in accordance with established security procedures.  
Classification levels identified in this summary are for sample purposes  
only.

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APPENDIX B

CIVIL SITUATION REPORTING CATEGORIES

1. (S) MILITARY. Friendly or enemy activities which affect the civilian population and government of the United States of America.

a. ( ) Assembling and organizing the resources necessary to mobilize, deploy, and sustain the armed forces.

b. ( ) Enemy military activities which have substantial civil repercussions.

c. ( ) Status of implementation of various civil-military contingency programs.

2. (S) INDUSTRY. Actions related to marshalling the industrial sector to produce goods and services, including construction required to support military operations, foreign military sales, and the needs of the civil sector.

3. (S) ECONOMIC. Processes to marshall money, credit, and taxes to:

a. ( ) Finance the management of the emergency.

b. ( ) Maintain a stable economy and stimulate key sectors of the economy.

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4. (S) INFRASTRUCTURE. Processes to marshall output of infrastructure systems to support the mobilization.

a. ( ) General assessment, if necessary, of the overall supply situation and other resource mobilization.

b. ( ) Air transportation.

c. ( ) Inland surface transportation.

d. ( ) General assessment, if necessary, of the overall transportation situation.

e. ( ) Food and agriculture.

f. ( ) Fuel minerals.

g. ( ) Electrical energy.

h. ( ) Nonfuel minerals.

i. ( ) Shipping.

j. ( ) Civil telecommunications.

k. ( ) Protection of Key Facilities/Port Security.

5. (C) HUMAN RESOURCES. Processes to marshall people to provide the needed labor by identifying and allocating human resources among competing demands; also impact on population and social services, including health.

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6. (S) GOVERNMENT. Processes to marshall resources of Federal, State, and local governments to carry out the tasks required to manage emergencies. Includes continuity of government changes; relocation of Federal, regional, and/or local levels of government; assumption of emergency powers; delegations of power; and congressional activities. Also includes postal services.

7. (S) CIVIL PREPAREDNESS. Processes to marshall resources to provide protection for U.S. citizens, institutions, and industries against the effects of the emergency and other related information.

a. ( ) Significant specific civil emergency measures taken and time needed for completion;

b. ( ) Civil disturbances, natural disasters, major demonstrations, and strikes that affect continuity of government or resource mobilization;

c. ( ) Subversive activities, e.g., sabotage and other acts of terrorism;

d. ( ) Implementation and effectiveness of evacuation policy including Government-ordered and uncontrolled movements of refugees at State and regional levels; and

e. ( ) Summary of information transmitted to the public.